**POLICE CAPTAIN**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative law enforcement positions, the primary duty of which is managing one of the department's patrol shifts. The Police Captain administers the assigned shift, overseeing the work of all assigned employees and controlling the care and use of assigned equipment, vehicles, and property. Employees of this class are also responsible for the records of shift activity and for assigned public relations duties. Police Captains both supervise and perform law enforcement duties in the areas of patrol operations, traffic control and accident investigation, criminal investigations, special operations, and the handling of juveniles. Work of this class is performed with a high level of independence, with special instructions from a Police Major, who also reviews the work of the class. This class ranks directly below that of Police Major.

**EXAMPLES OF WORK**
Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a patrol shift. Decides on the organization of the assigned shift, including officer deployment. Reviews incoming communications for the division and handles the matter or assigns it to a subordinate. Completes any forms and records required for the assigned division.

Investigates complaints against personnel in the assigned division and makes recommendations for handling each complaint. Assists in the investigation of any accident involving department equipment or personnel, determines the cause, and makes a recommendation on procedure to avoid future accidents.

Promotes a positive public image of the work of the department in the performance of duties. Answers questions for the public about the operation of the police department or related areas of law enforcement. Serves as a consultant for smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training or law enforcement efforts.

Supervises subordinate police department employees. Holds meetings to receive reports or disseminate information. Conducts roll-call; inspects the appearance of assigned personnel and equipment to insure compliance with departmental

standards for safety and propriety.  Assigns duties and work schedules; approves leave.  Provides assistance in technical areas of work.  Reviews reports written by subordinates. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.  Provides on-the-job training for department members.

Supervises law enforcement activities of all subordinate personnel on the assigned shift and personally performs duties in the areas of patrol operations, traffic control and traffic accident investigation, criminal investigations, special tactical operations, and handling of juveniles.

Checks assigned equipment on a regular basis to insure that it is in correct operating condition.  Arranges for repairs and maintenance; makes inspections to insure that repairs were properly accomplished.  Disburses supplies and equipment when required.

Performs any related duties assigned.


**QUALIFICATION REQUIREMENTS**
<u>Unless otherwise specified, all requirements must be met before admission to examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be an incumbent in the class of Police Lieutenant.

Must be a regular and permanent employee in the class of Police Lieutenant.